



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2016-APR-04
<b>Policy Number:</b>	COU-201	<b>Amendment Date/s:</b>	
<b>Title:</b>	Governance Protocol Policy	<b>Repeal Date:</b>	
<b>Department:</b>	Administration	<b>Approval Date:</b>	2016-APR-04

**PURPOSE:**

To provide Council with guidelines and protocol to assist in creating an effective, efficient and positive approach to dealing with Council matters.

**DEFINITIONS:**

N/A

**SCOPE:**

N/A

**POLICY:**

Council wishes to:

- take positive steps to ensure all members of Council receive all necessary information to allow them to perform their duties to the City; and,
- ensure that all members of Council work together in a cooperative, respectful, and knowledgeable manner so as to best advance the interests of the City.

**PROCESS:**

1. Mayor & Council (also referred to as “Council”) will implement a portfolio system for interactions with residents and others on all City matters which may come to Council, such that at least two members of Council will work cooperatively on receipt and distribution of information to Council on any new initiatives, areas of interest, communications, meetings, and other interactions within that portfolio category;
2. The Acting Mayor will attend all public meetings and functions together with the Mayor or, if the then Acting Mayor is not available, the next Councillor designated in sequence to be Acting Mayor;
3. Council will encourage all persons making representations to the City to make such representations, where not directed to managers and/or staff, to the attention of “Mayor and Council” and copies of all incoming correspondence to any member of Council will be sent to all members of Council;
4. All members of Council will work together to ensure statements or information provided publicly, including to the media, accurately reflect the will and direction of Council, and to ensure any privately-held views are communicated with the respect due to each member of Council, all managers, employees, and volunteers, and with due regard to the reputation of the City;

5. All members of Council will ensure any expenses to be incurred by City at the individual desire of a member of Council is pre-authorized by the Director of Finance or his or her designate, excluding expenditures which are already pre-authorized by existing bylaws or policies, such approvals to be made in accordance with law and not to be unreasonably denied; and,
6. Council members will work together as a cooperative and cohesive group to ensure the objectives stated above are achieved and maintained so as to create an effective, efficient and positive approach to dealing with Council matters, the Chief Administrative Officer, the residents of the City, directors and staff, and the public.

**RELATED DOCUMENTS:**

N/A

**REPEAL/AMENDS:**

N/A